

IV. Response Procedures at an Incident

Notification and Communication

Immediate action should be taken to safeguard responders and the public.

Local jurisdiction must operate under NIMS and have an appointed IC.

All responders will report to the designated staging area and check in.

The local jurisdiction is responsible for hazardous materials incident response and does so in accordance with their Local Emergency Operations Plan hereafter referred to as the “LEOP”.

Emergency responders shall evaluate the situation and determine if a hazardous material is present. If hazardous materials are thought to be present in amounts that may pose a threat to persons, the environment, or property the responder shall follow the Standard Operating Procedures (SOP), established by their organization.

The IC may request the activation of the State Hazardous Materials Plan according to procedures established in their LEOP.

The IC may, according to local procedures, request MT-DES to:

- 1) Contact needed resources, and
- 2) Conference the telephone calls between the IC and the resource agency.

If local jurisdictions need State resource assistance:

- Call MT-DES Duty Officer at 406-841-3911
- Identify caller
- Identify jurisdiction
- Identify location of incident

MT-DES at a minimum will contact a hazardous material technician who is a member of the Montana State Hazardous Material Incident Response Team; hereafter referred to as “SHMIRT” and conference the call with the IC. The IC and the hazardous material technician will evaluate the information and if additional support is needed, MT-DES will conference the calls as requested.

If it is determined by the on scene IC that any state agency needs to support the incident on-site, the requested agency shall dispatch personnel according to its SOP. If SHMIRT members are to respond on-site there shall be an agreement by the authority of the IC, Governor’s Office, MT-DES, and the Hazardous Materials technician on the conference call prior to deployment.

MT-DES will continue to contact the supervisors of support services as requested by the IC, which are defined in the responsibilities section of this plan. Each agency is responsible for documentation of their costs for reimbursement.

Montana State Emergency Response Commission (SERC)

MT-DES will notify the SERC chairperson about HazMat incidents that require assistance. The chairperson may notify other SERC members.

Hazardous Materials Incident Response

When requested by the IC, MT-DES will contact the nearest SHMIRT members as needed.

Individual members of the response team will be contacted according to their local SOP.

Responders are required to bring with them equipment practical and necessary for the response.

Response team members work under the direct supervision of their team leader.

The response team leader operates at a designated level in NIMS.

The response team leader and members shall maintain regular contact with MT-DES during travel to and upon arrival at the incident.

The response team leader will check in upon arrival at the designated staging area.

The Response Team Leader will be briefed from the local IC.

The team leader negotiates a written set of rules of engagement and incident action plan with the incident command team and shall be approved by the IC.

The SHMIRT is required to track their expenses and apply for reimbursement according to the plan reimbursement procedure.

SHMIRT members act only in the capacity for which they were requested and shall not be requested to assume the sole responsibility of command of the incident.

State Agencies

Members of state agencies, other than emergency service provider agencies, and their support staff do not normally respond to incidents, but could respond if requested by the IC.

MT-DES notifies state agencies about emergency incidents as needed to support the response.

Members of state agencies are notified about emergency incidents according to procedures outlined in their agency SOP.

Members of state agencies requested to respond to an incident will arrange their own transportation. Responders shall maintain routine contact with MT-DES during travel to and arrival at the incident.

Responders shall check-in upon arrival at the designated staging area.

Members of the state agencies requested to respond must track their expenses and submit them according to the plan reimbursement procedure.

Members of state agencies who respond will act only in the capacity for which they were requested or assigned by the IC.

Disaster and Emergency Services Division

MT-DES DUTY OFFICER

Upon notification of the occurrence of a hazardous materials incident (or a potential hazardous materials incident), MT-DES will perform the following tasks (in accordance with established guidelines in the MT-DES Duty Officer Handbook):

Determine the nature of the incident. Identify the caller, their jurisdiction and the location of the incident. Ascertain whether the IC is requesting assistance from the State, or simply notifying the State Emergency Response Commission (SERC), through MT-DES, of an incident that has occurred and was (or, is being) handled routinely by local responders.

- If the call is for notification purposes only (and the IC indicates that he currently has time to answer questions), MT-DES will collect pertinent information and complete a **Duty Officer Incident Report**.

If the IC does request assistance from the State (under the provisions of this Plan), MT-DES will briefly explain the support process and their role as communications facilitator (during a telephone conference call between the Incident Commander and a hazardous materials technician who is a member of the SHMIRT).

- MT- DES Duty Officer will immediately notify the SECC Manager and activate the SECC to the appropriate level. (Conference Call capability is limited by the DO so it should be conducted from the SECC) MTDES will place a call to the appropriate SHMIRT, explain the situation to the hazardous materials technician handling the call, and introduce the

technician and the IC. **MT-DES will monitor their conversation, listening specifically for the following things:**

- 1.) **Any immediate threats to life, property, or the environment.**
 - a. **Evacuations in progress, pending or already completed?**
 - b. **Evacuation routes defined?**
 - c. **Sheltering in place? Perimeter(s)?**
 - d. **Special Needs population?**
 - i. **Any immediate impacts?**
 - 2.) **Resource needs of the local jurisdiction that the State may be able to support.**
 - 3.) **“Safe Route” to and Exact Location of the incident.**
 - 4.) **Staging Area location.**
 - 5.) **“ALS” ambulance dedicated to the Hazmat Team.**
 - 6.) **“POC” at the Incident Scene.**
 - 7.) **Current weather conditions at incident site.**
 - 8.) **Incident Command structure in place by local jurisdiction.**
 - 9.) **Support capabilities of local jurisdiction to take care of team members while deployed.**
 - 10.) **Local jurisdiction DECON capabilities and needs specific to the incident.**
 - 11.) **What actions have been taken?**
 - 12.) **Who is the responsible party if known or is this orphan material?**
- If the IC’s questions/concerns are not being met, or it becomes clear that additional support will be needed, the MT-DES may introduce additional parties to the conference.

Decisions regarding possible deployment of any component of the SHMIRT will be made jointly by:

- 1.) The on-scene IC.
- 2.) SHMIRT members
- 3.) The MT-DES DO (and the State Emergency Coordination Center (SECC) Manager)
- 4.) A representative from the Governor’s Office

When a course of action has been agreed to, MT-DES will make the appropriate contacts and notifications (per the guidelines established in the MT-DES Duty Officer Handbook).

Once the **State Hazardous Materials Plan** is activated, MT-DES is authorized (by the SERC) to place orders for resources requested by the IC.

The DO will notify the SECC manager and activate the SECC if a hazardous materials event should escalate to the point where: *(any of the following)*

- (1) incident support demands begin to exceed the DO personal span of control;
- (2) **On Site Assistance** has been requested;

Resource Ordering System

1. MT-DES can provide up to three personnel at no cost to local government including:
 - a. MT-DES Advisor (Agency Representative)
 - b. National Incident Management System (NIMS) coach.
 - c. Technical Specialist(s)
2. State and Federal agencies that provide mutual aid are responsible to bill local government, if appropriate.
3. Local government can order any state or federal resource they need through the State ECC. Local governments will be responsible for the cost of such resources. Once local governments' emergency two-mill levy is committed and exhausted, eligible costs may be reimbursed by the state. MT-DES will consolidate the bill to local government for state and federal agencies. Private contractors must bill directly to local government if ordered by local government.
4. If the size of a local incident or many incidents across the state are jamming the resource ordering process, a conference call will be initiated, involving the local EOC, the State ECC, the Northern Rockies Coordination Center (NRCC), zone dispatch centers, Department of Natural Resources and Conservation (DNRC), and Department of Military Affairs (DMA) Centralized Services Division (CSD).
5. ALL SECC Resource orders will be documented using the NWCG Resource Ordering Procedures.

Any and all (legitimate) **Resource Orders** placed by MT-DES, using National Wildfire Coordinating Group (NWCG) resource ordering procedures, should include the following minimum components:

- 1.) Resource Information
 - What (specifically) was ordered? People? Equipment?
 - By whom?
 - For what purpose?
 - When is it needed?
- 2.) Check-In Information
 - Location for "staging" (at the incident)
 - Name of Contact
 - How to reach them (i.e.; phone #, radio frequency, etc.)
 - Responsible jurisdiction requesting assistance
 - Responsible party if known (shipper/owner)

Transportation/Travel Arrangements

- Who is responsible?
- What is the travel route or plan?
- Mode of travel and related information (i.e. vehicle description/license plate information)

6. When local EOC's order resources, they should order generically, not agency specific.

Orphaned Material Procedure

Definition:

"Orphaned hazardous material" means hazardous material of which the owner cannot be identified. (10-3-1203(11) MCA)

Procedure:

1. Upon the request of the local IC, who has responded to an orphaned hazardous material, MT-DES will locate and dispatch the nearest SHMIRT.
2. The SHMIRT will attempt to identify the material.
3. If orphaned materials are determined to be hazardous or the SHMIRT is unable to identify the substance, the IC will notify MT-DES.
4. MT-DES in consultation with Department of Environmental Quality (DEQ) and other state and federal agencies, as appropriate, shall determine the appropriate methodology and provide guidance to the IC for securing, transporting, clean up and disposal of an orphaned material.
5. The SHMIRT shall complete appropriate documentation of the response and forward it to MT-DES.